

# SPECIAL AGENT- IN - CHARGE

## DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### FINAL FILING DATE

**January 9, 2013-** Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

### HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)). Applications must be mailed to or filed in person with:

#### **Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

#### **File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

### SALARY RANGE

**\$7370 – \$8939**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

### ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**All applicants must meet the education and/or experience requirements for this examination by the final filing date.** All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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**MINIMUM  
QUALIFICATIONS****Either I**

One year of experience in the California state service performing investigative duties in a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice.

**Or II**

**Experience:** Five years or more of increasingly responsible experience as a peace officer (as defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code or equivalent Federal and out-of-state law enforcement) in an investigative assignment performing civil, criminal or narcotic law enforcement work, at least two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year performing investigative duties of a class with a level of responsibility equivalent to that of a Special Agent Supervisor, Department of Justice)

**And**

**Education:** Equivalent to completion of two years of college (60 semester units) (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

**DEFINITION OF TERMS**

The words “**duties in a class equivalent in level...**” means the applicant must have State service experience of appropriate **type** and **length** in a class at the same level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

**POSITION  
DESCRIPTION**

This position is either (1) a manager responsible for planning, organizing, and directing the law enforcement programs in a designated geographical area of the State or a statewide enforcement program; or (2) the manager of multiple specialized, investigative, enforcement, or training programs or projects in the Department of Justice.

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview (QAP). In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained. Competitors who do not appear for the QAP will be disqualified.

**QUALIFICATIONS APPRAISAL INTERVIEW ---- WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Confidential informant (CI) procedures sufficient to manage the CI process and provide training to subordinates to ensure DOJ policies are adhered to and interactions with CIs are handled in a safe and appropriate manner.
3. The criminal and civil investigative processes, including investigative techniques (including interviewing and surveillance) required to efficiently and properly carry out investigative assignments.
4. The techniques for securing, preserving, and handling evidence as well as the relevant laws and rules.
5. The goals and objectives of the Department and the Bureau.
6. Laws, legal codes, court procedures, precedents, government regulations, orders, and agency rules.
7. Organization and functions of the Department of Justice.
8. Appropriate corrective action(s) and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate employees.

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**EXAMINATION  
INFORMATION  
(CONTINUED)****Knowledge of (continued):**

9. Techniques and methods for managing specialized investigative and enforcement programs and implementing intelligence exchange with multijurisdictional agencies.
10. The roles, relationships, and responsibilities of other law enforcement agencies and other governmental agencies.

**Ability to:**

1. Plan, organize, and direct the investigation and enforcement programs in designated geographical areas of the State.
2. Manage non sworn personnel in carrying out the functions of the program.
3. Plan, organize, and direct a large number of investigative programs and personnel in an assigned area of the State.
4. Develop and maintain administrative and operational quality control measures.
5. Use deductive and inductive logic to solve problems and find relationships between seemingly unrelated events.
6. Make judgments and decisions in all situations including stressful and potentially dangerous situations.
7. Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Understand written documents to ensure information is adequately processed.
9. Know how to find and identify sources of information required for investigative operations and the efficient performance of administrative duties.
10. Plan and organize the work of subordinate staff.
11. Be aware of others' reactions and understand why they react as they do.

**SPECIAL PERSONAL  
CHARACTERISTICS**

No illegal involvement in controlled substances as an adult; willingness to work through-out the State and at unusual hours; ability to work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas and distractionary devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid California driver's license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

**SPECIAL PHYSICAL  
CHARACTERISTICS**

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.

**ADDITIONAL  
REQUIREMENTS**

Possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: Introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

**FELONY  
DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**FIREARMS  
CONVICTION  
DISQUALIFICATION**

Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

**CITIZENSHIP  
REQUIREMENT**

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Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship, except for members of the California Highway Patrol who must be U. S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**BACKGROUND  
INVESTIGATION  
INFORMATION**

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Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation. Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**TRAINING  
REQUIREMENTS**

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Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**MEDICAL  
EXAMINATION**

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Pass/Fail - Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity and color vision tests.

**DRUG TESTING  
REQUIREMENT**

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Applicants for position in this class series are required to pass a drug-screening test. A urine sample will be used for drug screening purposes. (The drug screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Applicants who fail the drug test because of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) shall not be eligible to take any State civil service examination for a peace officer class until ten years have elapsed from the date the drug test specimen is given.

**VETERANS  
PREFERENCE/  
CAREER CREDITS**

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Veterans' Preference Credits or Career Credits **will not** be granted in this examination.

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## **GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)) California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039